

UNDERGRADUATE STUDENT HANDBOOK

2007-2008



**UNIVERSITY OF ALABAMA
SCHOOL OF NURSING
UNIVERSITY OF ALABAMA AT BIRMINGHAM**

Mission Statement

The UASON, as part of a research university and academic health center, prepares nurse leaders to excel as clinicians, researchers and educators, advancing knowledge and the delivery of high quality health care in Alabama and worldwide.

**Welcome to the University of Alabama
School of Nursing at UAB
From the Office of Student Affairs**

Welcome and best wishes for a rewarding and exciting time here in the SON! This handbook provides general information about services, policies, and procedures which will be useful to you as a student in the School of Nursing. Please keep it as a reference for future use. Students should refer to the School of Nursing catalog (located at www.uab.edu/son) and UAB's student handbook, Direction, 2007-2009 (located at www.uab.edu) for additional information regarding university policies and procedures, student services, student life, and student rights and responsibilities.

The Office of Student Affairs is open Monday through Friday from 8:00 a.m. to 4:45 p.m. (closed for official UAB holidays). Specific questions concerning policies and procedures should be addressed to the Office of Student Affairs.

Physical Location: School of Nursing Building
Room 105
1701 University Boulevard
Birmingham, Alabama

Mailing Address: UAB School of Nursing
NB 105
1530 3rd Avenue South
Birmingham, Alabama 35294-1210

Internet Site: <http://www.uab.edu/son/>

Telephone Number: (205) 975-7529

Email: sonstudaffrs@uab.edu

Please note: All information included in this handbook is subject to change upon approval of proper authority.



The University of Alabama at Birmingham administers its educational programs and activities, including admission, without regard to race, color religion, sex, national origin, disability or Vietnam Era or Disabled Veteran Status. Inquiries or complaints regarding this Equal Opportunity Policy should be directed to Dr. Virginia Gauld, Vice President for Student Affairs, Student Affirmative Action Officer: Title IX and s504 Coordinator, 503 Hill University Center, Birmingham, Alabama 35294-1150. The full text of the University's Equal Employment Opportunity Policy can be found in the undergraduate, graduate and professional catalogs as well as Direction Student Handbook.

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SECTION I: SCHOOL OF NURSING INFORMATION AND RESOURCES

ACADEMIC CALENDAR 2007-2009

The UAB Academic Calendar can be found at <https://studentaffairs.sass.uab.edu/calendar/search.asp?id=2>
Please note the School of Nursing operates on the 12-week calendar during summer terms.

ALABAMA BOARD OF NURSING REQUIREMENTS

Students in the School of Nursing shall comply with legal, ethical, and legislative standards which determine unacceptable behavior of the nurse and which may be cause for denial of license to practice as a registered nurse, in accordance with the Alabama Law Regulating Practice of Registered Nursing (www.abn.state.al.us).

It is important for nursing students to know about the Alabama Board of Nursing's regulations on the review of candidates for eligibility for initial and continuing licensure. There will be questions on the application for Licensure as a Registered Nurse by Examination which ask: (1) Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation? (2) Have you within the last 5 years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances? (3) Have you ever been arrested or convicted for driving under the influence of drugs/alcohol? (4) Have you within the last 5 years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness? (5) Have you ever had disciplinary action or is action pending against you by any state board of nursing? (6) Have you ever been placed on a state AND/OR federal abuse registry? and (7) Have you ever been court-martialed/disciplined OR administratively discharged by the military? Application to write the licensure examination may be denied on the basis of the application review. Each applicant is evaluated on a case by case basis. The Board of Nursing considers the nature, severity, and recency of the offense, as well as rehabilitative efforts and other factors. The Board cannot make a determination for approval or denial of licensure until the entire application and supporting documentation is received and reviewed. Frequently asked questions concerning a criminal history can be found at <http://www.abn.state.al.us/main/FAQ/FAQ-Criminal.htm#TOP>.

E-MAIL POLICY

Just as students are required to have a valid postal mailing address, each student must also have a valid @uab.edu e-mail address. Such an e-mail address is required in order to register for classes. The School of Nursing only sends email communication to students through the @uab.edu e-mail address. Please check your e-mail frequently for important communications from the School of Nursing. Additionally any course information linked from BlazerNet will only be sent through the @uab.edu e-mail address. If there is a change in your e-mail address to which the @uab.edu alias address is re-directed, it is the student's responsibility to make the changes in the UAB e-mail registering system.

LEARNING RESOURCES CENTER

Information Desk: (205) 934-5146

Website (www.uab.edu/lrc/)

LRC Hours (varies during term breaks)

Monday - Thursday, 7:00 a.m. - 9:00 p.m.

Friday, 7:00 a.m. - 7:00 p.m.

Saturday, 9:00 a.m. - 5:00 p.m.

Sunday, Closed

Hours are reduced during semester breaks, 7:30 a.m. - 4:30 p.m., and the LRC is closed on Saturdays during the breaks.

A variety of networked software may be selected from screen menus and accessed by using your Blazer ID. All

equipment and materials may be accessed at the Information Desk of the Learning Resources Center. Some items must be used within the LRC; others may be checked out. If you wish to use a computer, you may proceed directly to the LRC computer commons.

The following items may be used only in the LRC, and a valid UAB student I.D. or driver's license must be left at the checkout desk until the items are returned:

Videocassettes (not checked out)	CD-ROMs
DVDs	Reference Materials

The following materials may be checked out of the LRC for three consecutive days and renewed once by phone. Fines are charged for all overdue items (items never become due on Sundays):

Audiocassettes	Safety Glasses
Tape Recorders	Tuning Forks
Stethoscopes	Reflex Hammers
Denver Developmental Test Kits	Blood Pressure Cuffs
Ophthalmoscopes	Scoliometers

Photocopying

Self-service photocopies are five cents per copy, and the photocopy machines will accept \$1 & \$5 bills and most coins.

Computer Storage Media

For saving your work on the LRC's computers, diskettes, Zip discs, and CDs may be purchased from the LRC Information Desk.

SAFETY ON CAMPUS

The UAB Police Department is responsible for all police security, locksmith, and alarm services on the UAB campus. The UAB police station (1117 South 14th Street) is open 24 hours a day. The phone number for the UAB Police Department is (205) 934-4434. **In an emergency call (205) 934-3535.** If you are on campus in the evenings, UAB Escort Services is an after-dark service provided upon request to students and employees on campus. A UAB Escort will meet you and accompany you to your own campus destination in a marked vehicle or drive you in the Escort van. Escort service phones (white) are located in 12 classroom buildings across campus, or you may call from any phone by dialing 934-8772. The Escort phone for the School of Nursing is located in the Student Lounge on the ground floor.

If you need to contact the police while on campus, use one of the "Help" phones located at key areas around campus. Simply lifting the receiver of one of these green and yellow phones will put you through to the police dispatcher immediately. For location of "Help" phones and additional safety tips, consult the UAB Police website at <http://main.uab.edu/police/>.

Help phones are located in the School of Nursing courtyard and in Unity Park adjacent to the School of Nursing building. Building security is maintained at the School of Nursing. Security officers make evening and weekend patrol checks.

SCHOLARSHIPS AND OTHER FINANCIAL AID

Knowledgeable staff in the Development Office, room 119 of the School of Nursing, can help you with scholarship questions and needs. You can also visit their website at <http://main.uab.edu/Sites/nursing/9295/> for more information and scholarship applications.

SCHOOL OF NURSING BUILDING ACCESS

The SON building entrances, exits, and core areas lock down in the evenings and on weekends (unless there is an event). The only way to enter the building when it is locked down is with a programmed cardkey. All stairways are within the core and there is no access from the ground floor after the core is locked. To exit during times that the building is locked down, merely exit through the doors or push the red buttons adjacent to the doors to release the magnetic lock. The doors are equipped with electronic sensors that detect when an individual is at the door to exit. The sensor disarms the magnetic device so the door will open. If for some reason the sensor should fail, there are red buttons on the adjacent walls that will manually turn off the magnetic device that holds the door closed. **If you are locked out in the courtyard** of the School of Nursing, please use the Help phone to call for reentry to the building. Please note that exterior doors should not be propped open. Propping the doors open will trigger alarms at the UAB police station.

School of Nursing Hours of Door Operation

	Open	Close
Monday	6:30 AM	8:00 PM
Tuesday	6:30 AM	7:00 PM
Wednesday	6:30 AM	8:00 PM
Thursday	6:30 AM	7:00 PM
Friday	6:30 AM	7:00 PM
Saturday & Sunday	Closed	Closed

SCHOOL OF NURSING CATALOG

The 2005-2008 School of Nursing Catalog is located on the School of Nursing website at <http://main.uab.edu/show.asp?durki=83654>

SCHOOL OF NURSING STUDENT EVENT CALANDER

A School of Nursing Student Event Calendar can be found on the SON website at <http://main.uab.edu/Sites/nursing/about/8933/?view=month&date=01-01-08>. The calendar includes activities within and/or sponsored by the School of Nursing to which the students are invited to attend. Several, but not all, important academic dates are also included. Please see the Academic Calendar found at <https://studentaffairs.sass.uab.edu/calendar/search.asp?id=2> for important university deadlines and dates. Please check the Student Event Calendar frequently for updates.

SMOKING

The School of Nursing and all UAB academic buildings are smoke free facilities. **Smoking is not allowed around or within the School of Nursing.**

STUDENT DENTAL HEALTH PROGRAM

A Student Dental Health Program is available to students enrolled in the schools of Dentistry, Medicine, Nursing, and Optometry. For more information, visit Room 245 of the School of Dentistry at 1919 7th Avenue South or call (205) 934-5234 after noon.

STUDENT HEALTH

Student Health Services provide medical services to UAB students who are enrolled in the program. Student Health

emphasizes preventative medicine and provides information on medical matters of interest to students. The service maintains a professional relationship with the student and the strictest confidentiality is maintained. The Student Health Services fee for participation in the Student Health Service plan is \$75/semester or summer session; \$225 for a full year (includes summer session). This fee allows for unlimited visits to the Student Health clinic for preventive and acute primary care, injury care, minor office surgery, women's health, mental health and nursing care visits with NO co-payments. Certain basic medications are available free also.

If you have a medical emergency at any time, call 911 immediately or go to the UAB emergency department. There you will be taken care of by doctors who will contact the Student Health Service doctors on call or in the office.

If you have an illness (do not delay care) and need advice/assistance when the Student Health Service office is closed (nights, weekends, and holidays), call the university paging operator at (205) 934-3411 and ask for the doctor on-call for the Student Health Service. This will be the doctor on-call for UAB Family Practice also.

Nursing students are also required to have major medical insurance (BC/BS, Aetna, VIVA, etc.)-- to cover hospital, emergency room, specialty care referrals, and lab/x-ray costs which are not included in the basic Student Health plan. Hospitalization and major medical insurance coverage is available at attractive rates to students enrolled in the Student Health Services. Failure to sign and file a [waiver](#) with Student Health Services will result in automatic coverage with Student Health Service insurance and the student will be billed. However, an application for the insurance must be submitted to student health to actually enroll in the VIVA insurance program. **Periodic random checks for proof of insurance are made throughout the student's enrollment in School of Nursing clinical courses. If you do not have proof of insurance, you will be immediately administratively withdrawn from all clinical courses.**

If any student with Viva Health Insurance is required to participate in class activity outside the Birmingham area, Viva Insurance must be notified in advance. Please contact Viva Health Insurance, at (205) 558-7474 or (205) 558-7441.

Student Health Office Hours

8:00 a.m.-5:00 p.m. (Monday-Thursday)

8:00 a.m.-4:30 p.m. (Friday)

Walk-In Hours

8:00 a.m.-9:00 a.m. & 12:00 p.m.-2:00 p.m. (M-F)

All other times by appointment

Location: Family and Community Medicine Building

930 20th Street South, Suite 221.

The Community Health Building sits on the corner of 10th Avenue South and 20th Street.

There is parking in the Family Practice parking lot on the north side of the building.

Phone:

Main Phone Tree Line (205) 934-3580

Main Fax Line (205) 996-7468 or (205) 975-6193

Nurse Line (205) 975-7756

Insurance & Optional Student Health Applications (205) 996-2589

Medical Clearances (205) 975-7751 & Fax (205) 996-7468

Referral Coordinator (205) 996-5764

Website: www.uab.edu/studenthealth

STUDENT LOUNGE

Located on the ground floor of the School of Nursing building, this area is designed for student use. Food vending machines and microwave ovens are provided. Within the Student Lounge area are bulletin boards, which can be used for

different purposes such as announcements of SON and student organization activities, scholarships available, classified ads, etc. The Student Lounge, as are all areas inside and outside of the school, is a non-smoking area.

SECTION II: SCHOOL OF NURSING ACADEMIC AND CLINICAL INFORMATION, POLICIES, AND PROCEDURES

APPOINTMENTS WITH FACULTY ADVISORS

You will be assigned a nursing faculty advisor during your first term in the School of Nursing. You should schedule appointments with your advisor if your program of study changes, you have questions about electives, or at any time when you need academic assistance. Appointments with advisors and /or faculty members should be made in advance. If you are unable to keep an appointment, please notify the faculty member. If the faculty member is not available when you call, a message can be left on voice mail or sent via email. A current directory of undergraduate faculty is listed on the School of Nursing website <http://main.uab.edu/Sites/nursing/about/8930/>.

APPROPRIATE USES OF TECHNOLOGY POLICY

The use of any personal computational or communications devices in the classroom, not otherwise governed by UAB or course policies, is subject to the approval of the instructor. This includes (but is not limited to) the use of calculators, computers, personal digital assistants, text pagers, and cell phones. Any use of such devices without instructor approval is not permitted. The use of such devices without permission of the instructor may be considered a violation of UAB's non-academic conduct policies. The use of such devices to facilitate an act of academic misconduct (such as cheating or plagiarism) will be considered a violation of the UAB Academic Honor Code and will be sanctioned as outlined in the Code.

CONFIDENTIAL INFORMATION STATEMENT

During your tenure as a student at the UAB School of Nursing you will have access to personal information about clients, patients, their families and clinical facilities. While it is understood that students must have access to protected health information (PHI) to provide care in the clinical setting, we must be very careful with this information to protect patients from possible harm that may be incurred if this information is accessed by unauthorized persons. This includes paper and electronic information. Examples of identifiable patient information includes, but is not limited to, patient names, addresses, phone numbers, email addresses, birth dates, hospital or clinic numbers, insurance policy numbers, or any information related to patient next of kin. If the information can be used to link the collected data back to an individual patient, then it is PHI. Students and faculty should also take care to not include any identifiable PHI in any documentation, patient assessments, clinical logs, clinical reports, or student papers that are used outside the clinical setting. No identifiable patient information may be taken outside of the healthcare institution where you are assigned for your clinical practicum in any form (written or electronic). **You are only to access patient information related to patients who are under your direct care during your clinical rotations.** Electronic clinical information systems track your access of patient information and record your use in the system database. You have a legal and ethical responsibility to keep all information confidential. **Release of any patient information to others not involved in the patient's care, accessing patient information inappropriately, or transporting identifiable patient information outside the clinical facility (including verbal communication, written information or electronic information) will be a cause for disciplinary action.**

CLASS ATTENDANCE AND ABSENCE

Attendance at course orientation is **required** and a student is **expected to attend all classes** in which they are enrolled. If absence from a nursing class is necessitated, the student is expected to arrange with the instructor a method to compensate for missed learning experiences. If illness necessitates absence from a clinical learning experience, the student is expected to notify the instructor and/or the appropriate individual within the agency. In some cases a written doctor excuse may be required.

Attendance policies and expectations are discussed during course orientation. If a student is absent from class, clinical, or any education experience to the extent that, in the judgment of the instructor, continued participation in the class/clinical will not allow accomplishment of course objectives/outcomes, the instructor may recommend to the Undergraduate Program Coordinator that the student be dropped and a grade of "F" recorded.

COURSE FAILURES AND WITHDRAWALS

A student is allowed two failures before being dismissed from the program. The failures must be in different terms. In other words, a student could fail more than one course in the 1st term, and this will count as one failure toward dismissing the student from the program. However, all failures will be recorded on the student's transcript, and the student must retake the failed course. If the student makes a failure in any subsequent course he/she will be dismissed from the program. If at end of term, the student has failed one of the paired courses (theory or practicum), the student will not be required to retake the passed course, but will be required to retake the failed portion of the paired course before progressing to the next sequenced course.

Having registered for a course, the student is expected to complete it, unless unusual circumstances require withdrawal. **Failure to attend class does not constitute a formal drop or withdrawal.** The withdrawal policy of the School of Nursing is consistent with that of the University. A "W" is assigned to a student who withdraws prior to the official, published withdrawal date. A student withdrawing from a nursing course may do so online through Banner up until the last day to withdraw for undergraduate students. Students may not withdraw after that date. **A student is allowed to withdraw from any individual nursing course only once.** Nursing students may withdraw from a total of two (2) nursing courses during their upper division program of studies; they may enroll for courses after the second withdrawal, but a third withdrawal will make them ineligible to continue in the School on Nursing. However, with paired courses (theory and practicum), if the student withdraws from one or the other courses by the midterm date, he/she must withdraw from both of the paired courses. For the purposes of dismissal from the program, the withdrawal from both paired courses will count as one withdrawal. As with failures, the student must enroll in both withdrawn courses and successfully complete both to progress.

If a student enrolled in a clinical nursing course is deemed unable to perform at a safe level, he/she will be required to withdraw from the course. Administrative withdrawal procedure may be initiated by a faculty member and processed through the Undergraduate Program Coordinator. Upon recommendation of the faculty member, Undergraduate Program Coordinator, and Associate Dean for Academic Affairs, administrative withdrawal may be approved and a grade of "F" assigned for the course. The student's future assignment will be based on recommendations by the Associate Dean for Academic Affairs.

CLINICAL FACILITIES, CLINICAL EVALUATIONS, CLINICAL HOURS, GRADING AND EXAMINATIONS

See individual course packets and schedules for specific information regarding clinical facilities utilized, clinical evaluation tools and timetables, clinical/class hours, grading and examinations. All Nursing courses require a minimal passing grade of 70% and (where appropriate) a passing clinical evaluation.

COURSE PACKETS

Individual course packets are prepared for each nursing course. These packets are available in the Barnes and Noble UAB Bookstore and should be purchased prior to the first day of class. Packets may be available online: check with your course instructor.

CPR CERTIFICATION

Evidence of current CPR certification is **REQUIRED** for participation in all clinical nursing courses. The **ONLY** two courses accepted are:

1. Healthcare Provider Course (American Heart Association)
2. Professional Rescuer Course (American Red Cross)

Courses that are designed for the layperson are not sufficient and will not be accepted. PALS, NRP, and ACLS are also not acceptable. While you are in the School of Nursing, it is your responsibility to maintain current certification. You must be re-certified **before the beginning** of the term in which your card will expire. Registration **WILL NOT BE PERMITTED** for students who cannot present evidence of current certification. (Example: if your card is due to expire during the middle of fall term, you must re-certify **before the beginning** of fall term). Your CPR certification is kept on a computerized listing in the Assistant Dean for Student Affairs office and a copy is placed in your Student Affairs File. Therefore, each time you are re-certified, you must present your card (Room 108) in order to maintain a current listing. Questions concerning the CPR certification requirement should be addressed to the Office of the Student Affairs, Room 108, SON Building, (205) 996-7130.

EVALUATION PROCESS

Evaluation

Evaluation is an ongoing process in nursing education as well as nursing practice. The School utilizes a standard approach to evaluation of program, curriculum, courses, teaching effectiveness, and student achievement.

Program/Curriculum Evaluation

Exit interviews are conducted with graduating seniors during their final term in the nursing program. At the time of the exit interview, students are asked to evaluate University and School admission, registration and student services, as well as general studies courses and all nursing courses in the program of studies. Individual students are not identified in the written summary of exit interviews. Summary data from exit interviews are sent to the Undergraduate Program Coordinator and shared with faculty and teaching staff for the purpose of improving specific courses. In addition, a summary of exit interview data is forwarded to the School Curriculum Committee for review/recommendations of Program and curricular change.

Course Evaluation

At the end of each term, students are asked to evaluate the organization and content of specific courses. Surveys are anonymous. A computer generated summary of these evaluations is sent to the Course Coordinator and to the Undergraduate Program Coordinator after student grades have been submitted each term.

Teaching effectiveness evaluation

Individual teaching effectiveness evaluation for faculty and Credentialed Course Instructors (CCI) are also completed. All faculty members are evaluated at least twice annually. All CCIs are evaluated each term. A summary of these anonymous evaluations are sent to the individual faculty/CCIs and the Associate Dean for Academic Affairs for the

Program after grades have been submitted each term. Teaching effectiveness data are used in annual faculty/teaching staff performance reviews as well as to assess overall teaching quality for the program.

Entry into practice evaluation

In addition to exit interview data, graduates are asked to evaluate the program. Six months, and again one year after graduation, both the graduate and their employer are contacted for evaluative input. A summary of the evaluative data is forwarded to the Curriculum Committee, the Associate Dean for Academic Affairs and the Dean of the School to allow monitoring of program and graduate quality.

EVALUATION OF DISABILITIES

UAB maintains an Office of Disability Services (934-4205). If you have a suspected, or documented, physical, psychosocial, or learning disability, a counselor can assist in the development of a plan to enhance your learning. **An approved written learning plan from the Office of Disability Services must be on file with the Associate Dean for Academic Affairs before any accommodations to the learning environment can be made.** For more information the website is: <http://students.uab.edu/services/show.asp?durki=40136>

FORGIVENESS POLICY STATEMENT

The Forgiveness policy can NOT be applied to any course in the upper division credit hours.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Prior to delivering care to any patient, each student must master pre-requisite knowledge (evidenced by passing a specified test) of the Health Insurance Portability and Accountability Act (HIPAA). This act deals with issues of patient information, confidentiality, and privacy. The information will be presented originally during your first clinical nursing course (NUR 355); individual clinical facilities may require the mastery of new and/or, agency-specific information at various designed points in the curricula.

INCLEMENT WEATHER POLICIES

Thunderstorm and Tornado Procedure

The School of Nursing offers numerous locations to protect oneself during a severe thunderstorm or tornado. The notification of impending danger will be made by either the Civil Defense siren* or a representative from the Dean's office. A weather radio is maintained in the School to provide warning of impending danger. In the case of the warning, all individuals within the School should proceed immediately to either the basement elevator lobby or a stairwell. All areas that have windows are potentially dangerous and should be avoided during evacuation. The clearance to return will be given by the Dean's office.

Any questions concerning the procedures should be directed to the Dean's office. **Please note: The Civil Defense siren is tested on the first Wednesday of every month at 10:00 a.m.**

Snow and Ice Procedure

Listen TO WBHM – (90.3 FM) UAB's official radio station for closing. WBHM will repeatedly broadcast the status of the University every ten (10) to thirty (30) minutes until the situation has eased. If no announcement, the University remains open. The UAB Web Site (www.uab.edu) will also update the University closing status. When there is a threat of bad weather, a weather icon is placed on the front page in the sidebar. This icon takes the viewer to a page with information related to the university's status. Students can call the bad weather hotline, (205) 934-2165. To validate individual class and clinical activities, call your instructor's office. Voice mail will be updated to provide you specific directions should that be necessary.

Incomplete (“I”) Grades

The UAB Incomplete Grade Policy states that a temporary grade notation of “I” for incomplete may be requested by the student prior to the end of the term and submitted at the course instructor’s discretion **due to unforeseen circumstances** that effect the student’s ability to complete course requirements. Students requesting consideration of an “I” grade must discuss with the course instructor, and agree upon a plan and a schedule for, completion of course requirements. It is the student’s responsibility to initiate this discussion, assure completion of this form, and return it to the School of Nursing Office of Student Affairs. If no permanent grade is reported by the end of the subsequent term, an “F” will be automatically assigned to replace the “I”. Extension of “I” grades may be granted only upon written request of the course instructor to the Associate DDean for Academic Affairs.

INDEPENDENT STUDY COURSES

Numerous clinical and non-clinical nursing elective courses are available each term and you are strongly encouraged to select from these options. However, opportunities to develop unique areas of interest can be pursued via Independent Study Courses. To register for an Independent Study (IS) course the student must have a faculty sponsor, clearly developed measurable objectives, and a specific evaluation method approval by the Undergraduate Program Coordinator. This IS should focus on advanced knowledge not available in existing courses offerings. Appropriate forms are available in the Office of Student Affairs.

LIABILITY INSURANCE

All students enrolled in clinical and other selected nursing courses are covered by liability insurance through the University Trust Funds. This insurance covers the student from the first day of classes to the last day of each designated term. A charge is automatically added to the University bills of students registering for clinical courses. **This liability insurance does not provide coverage for any concurrent employment.** Students receiving an “I” in a clinical course will automatically be billed the liability insurance fee for the next regular term, under the assumption that they will be completing clinical work at that time.

Students wishing to engage in clinical practice between terms to complete clinical requirements for a course must obtain the approval of the course coordinator and the Undergraduate Program Coordinator with their name, student ID number, sponsoring faculty, clinical preceptor, and the specific dates of the clinical practice. This must be done at least one week prior to the last day of class. A non-covered student will not be allowed access to clinical learning activities until liability coverage is assured.

MANAGEMENT OF ACCIDENTAL EXPOSURES DURING CLINICAL LEARNING EXPERIENCES

The School of Nursing follows the protocol set forth by Student Health Services when a student is accidentally exposed to a potentially infectious substance in a patient care setting. The current procedure for all health profession students is posted on the Student Health Website (<http://students.uab.edu/services/show.asp?durki=71967&site=3135&return=71966>). The site can also be accessed via BlazerNet through the student resources link. This policy is applicable to all SON students in undergraduate and graduate clinical learning experiences regardless of location and is implemented in conjunction with the policy relative to mandatory student health insurance coverage throughout the program.

In all instances, students and faculty must follow OSHA Guidelines for universal precautions to prevent contact with potentially infectious materials, body fluids, and bloodborne pathogens. All blood or other potentially infectious material is considered infectious regardless of the perceived status of the source individual. The best practice is a good defense and includes use of OSHA guidelines relative to use of gloves, eyewear, masks, protective clothing, proper care of sharp objects, and other precautionary measures.

“Exposure” to potentially infectious substances includes the following: body fluids such as blood products, bloody fluids, CSF, amniotic fluid, menstrual discharge, pleural, peritoneal, or pericardial fluid, inflammatory substances and exudates, encounters with potentially airborne particles and droplets such as TB, and any other material contaminated with body fluid, tissues, or environments with known resistant pathogens.

Step by Step guideline for exposure incidents:

1. Follow OSHA and institutional guidelines for removal and disposition of all contaminated personal protective equipment and materials. Minimally, this includes washing the exposed area thoroughly with soap (antibacterial soap, if possible) and running water. Exposures to eyes and mucous membranes should be flushed with running water for at least 15 minutes.
2. Immediately report an occupational exposure to your clinical instructor, preceptor, and/or clinical supervisor.
3. Follow institutional policy for reporting incident including the completion of a hospital incident report inclusive of the following details:
 - Type of exposure (blood, body fluid, tissue, airborne pathogen, etc.)
 - Hepatitis and HIV status of the patient (if unknown, the patient’s attending physician should be contacted and a specimen for serologic testing be requested)
4. Depending on the time and location of the clinical experience, the following steps should be followed by faculty, preceptor, clinical supervisor and/or student:

Students engaged in clinical rotations at UAB:

- Contact UAB Employee Health Nurse (205-934-2675) during regular daytime work hours to report incident and receive instruction for evaluation and treatment.
- After regular daytime work hours, report incident and receive instruction for evaluation and treatment from the Rapid Response Needle-stick Team at UAB Hospital (205-934-3411). This is the paging operator, so make sure that you report and get the name of the person on the Team that you talked with during the after hours communication.
- Contact the UAB Student Health Services (205-934-3580) office during regular business hours to report incident, give information about treatment received, and make an appointment for follow-up, if indicated.
- Obtain copies of the hospital incident report, treatment protocol followed, if any, and source status of infectious pathogens, if indicated. These documents must be sent to UAB Student Health Services and SON faculty within one week of the injury or exposure. Documents must be mailed or hand-delivered; faxed materials violate HIPPA guidelines for patient confidentiality.
- SON faculty must complete the SON report form for Clinical Incident of Exposure to Potentially Infectious Pathogen.
- Students must provide documentation to the faculty, preceptor, and/or clinical supervisor of clearance to return to the clinical learning environment prior to the return to direct patient care experiences.

NOTE: It is very important during the evaluation and treatment process to know who your health insurance vendor is. If you have Student Health Insurance, it is with VIVA Health. If you waived Student Health Insurance, you must have an insurance card indicating your existing Health Insurance vendor.

Students engaged in clinical rotations in Birmingham area, but away from UAB:

- Follow the institutional policy and protocol for exposure to potentially infectious pathogens inclusive of the steps mentioned in 1-4.
- If the hosting institution has a contact person for reporting incidents, contact that office for information relative to evaluation and treatment within the facility. NOTE: In many cases, hosting institutions will treat person exposed free of charge. However, this is not a standard agreement of the clinical contracts and many will require payment of services from the student. If free of charge or if the student accepts responsibility for the treatment process including costs incurred, the student may proceed with treatment.
- Regardless of payment and treatment plan at the host institution, copies of the hospital incident report, treatment protocol followed, if any, and source status of infectious pathogens, if indicated must be sent to UAB Student Health Services and the SON faculty within one week of injury or exposure.
Documentation must be mailed or hand-delivered; faxed materials violate HIPPA guidelines for patient confidentiality.
- If the host institution will not render treatment, contact UAB Student Health Services (205-934-3580) during regular daytime work hours to report the incident, obtain direction regarding evaluation and treatment, and make an appointment for follow-up, if indicated.
- If exposure occurs after regular daytime work hours, contact the UAB Rapid Response Needle-Stick Team (205-934-3411) to report incident and receive information for evaluation and treatment. This call is to the paging operator at UAB Hospital; so, make sure that you carefully and clearly report to the person obtaining the call the reason for the call, get their name, and obtain direction for evaluation and the treatment plan.
- SON faculty must complete the SON report form for Clinical Incident of Exposure to Potentially Infectious Pathogen.
- Students must provide documentation to the faculty, preceptor, and/or clinical supervisor of clearance to return to the clinical learning environment prior to the return to direct patient care experiences.

NOTE: It is very important during the evaluation and treatment process to know who your health insurance vendor is. If you have Student Health Insurance, it is with VIVA Health. If you waived Student Health Insurance, you must have an insurance card indicating your existing Health Insurance vendor.

Students engaged in clinical rotations outside the Birmingham area:

- Follow the institutional policy and protocol for exposure to potentially infectious pathogens inclusive of the steps mentioned in 1-4.
- If the hosting institution has a contact person for reporting incidents, contact that office for information relative to evaluation and treatment within the facility. NOTE: In many cases, hosting institutions will treat person exposed free of charge. However, this is not a standard agreement of the clinical contracts and many will require payment of services from the student. If free of charge or if the student accepts responsibility for the treatment process including costs incurred, the student may proceed with treatment.
- Regardless of payment and treatment plan at the host institution, copies of the hospital incident report, treatment protocol followed, if any, and source status of infectious pathogens, if indicated must be sent to UAB Student Health Services and the SON faculty within one week of injury or exposure.
Documentation must be mailed or hand-delivered; faxed materials violate HIPPA guidelines for patient confidentiality.

- If the host institution will not render treatment, contact UAB Student Health Services (205-934-3580) during regular daytime work hours to report the incident, and obtain direction regarding evaluation and treatment, and suggested follow-up, if indicated.
- If exposure occurs after regular daytime work hours, contact the UAB Rapid Response Needle-Stick Team (205-934-3411) to report incident and receive information for evaluation and treatment. This call is to the paging operator at UAB Hospital; so, make sure that you carefully and clearly report to the person obtaining the call the reason for the call, get their name, and obtain direction for evaluation and the treatment plan.
- SON faculty must complete the SON report form for Clinical Incident of Exposure to Potentially Infectious Pathogen.
- Students must provide documentation to the faculty, preceptor, and/or clinical supervisor of clearance to return to the clinical learning environment prior to the return to direct patient care experiences.

NOTE: In most instances where travel to Birmingham is not practical, UAB Health Services and/or the UAB Rapid Response Needle-stick Team will recommend evaluation and treatment at a local emergency department. It is very important during the evaluation and treatment process to know who your health insurance vendor is. If you have Student Health Insurance, it is with VIVA Health. If you waived Student Health Insurance, you must have an insurance card indicating your existing Health Insurance vendor.

ONLINE COURSES

Online and technology-enhanced education is offered through the School of Nursing programs of study. WebCT Vista is a Web-based learning management system that provides a standard environment and interface for the development and delivery of Web-enhanced and completely online courses at UAB. As a student using WebCT Vista, the first thing you need to do is make sure your computer is set up properly. Once you have done that, you can begin working in your course(s). Students who are new to the online format or who have technical difficulty with WebCT Vista can go to <http://www.uab.edu/it/instructional/technology/onlinelearning/webct/support/student.html#gs> for assistance and trouble shooting.

Please contact Mr. Dan Murphy, SON Instructional Designer Director (975-8448), for question related to hardware/software for online courses.

OSHA VALIDATION

Information regarding the policies and practices related to occupational health and safety of health care providers (OSHA) will be validated within the undergraduate program of nursing at two points.

Point 1: Junior nursing students will be introduced to practices related to occupational health and safety of health care providers (OSHA) early in the program. A module containing the most current OSHA video production, brief knowledge quiz, and directions for obtaining additional information/clarification will be placed within the WebCT shell for NUR 355. It will become a course requirement that the student view the video, then complete and submit the quiz, within the first two weeks of the term. This entire process is completed online. Students will be directed to interact with the course faculty if they have any questions related to the content of the video or the quiz. Submission of the quiz will indicate completion of the requirement; the completed quiz will be placed in the student's permanent record. This activity is a pass/fail course requirement. Failure of the student to submit the completed quiz by the 2nd week of the term will prohibit participation in clinical learning activities.

Point 2: Senior nursing students will have OSHA knowledge verified during NUR 480. Students in NUR 480 will be **required** to go to the LRC and independently view the OSHA video, take the quiz found on the course homepage, and

submit the completed quiz answer sheet to the course coordinator as verification of content knowledge. Any questions related to the content of either the quiz or the video will be directed to the course coordinator. The completed quiz will be placed in the student's permanent record. This activity is a pass/fail course requirement. Failure of the student to submit the completed quiz by the 2nd week of the term will prohibit participation in clinical learning activities.

POSITION STATEMENT ON UNSAFE NURSING PRACTICE

Faculty members in the School of Nursing have a legal, academic, and ethical responsibility to protect the public, health care community, and educational system from unsafe nursing practice. In accord with this responsibility nursing faculty members evaluate student behavior in terms of safe care principles, determine what represents safe care, and take disciplinary actions against unsafe practice.

I. Definition Unsafe Nursing Practice:

- (1) An act or behavior which is threatening or potentially threatening to the physical, emotional, mental, or environmental safety of clients, family members or significant others, students, faculty, staff or other health care providers.
- (2) An act or behavior which:
 - a. Violates the Alabama Nurse Practice Act or the Rules and Regulations of The Alabama Board of Nursing;
 - b. Violates Standards of Practice of the American Nurses' Association;
 - c. Violates the Code for Nurses with Interpretive Statements of the American Nurses' Association;
 - d. Constitutes nursing practice for which the student is not authorized or trained to provide.

Examples of Unsafe Nursing Practice include but are not limited to:

- (1) Participation in any behavior/activity, which either threatens, or potentially threatens, the safety of others
- (2) Careless, rude, argumentative, disruptive behavior that compromises client care
- (3) Failure to follow faculty/preceptor direction
- (4) Falsification of documents, records, or reports
- (5) Failure to maintain confidentiality of client data
- (6) Offering nursing care to clients when in the opinion of the faculty/preceptor, personal judgment has been impaired by the use of alcohol or other drugs
- (7) Theft of supplies, equipment, drugs, etc.
- (8) Assault and battery
- (9) Illegal possession of dangerous weapons or substances

II. Procedure

- (1) The UASON nursing faculty is responsible for determining when a student is unable
- (2) Depending on the gravity of the incident, a student may be asked to leave the clinical setting and be recommended for administrative withdrawal from the course.
- (3) The faculty member will then give written notification about the incident to the Undergraduate Program Coordinator (within 24 hours) including rationale for recommendation of administrative withdrawal from the course.
- (4) The Undergraduate Program Coordinator and faculty member will schedule a conference with the student to discuss the behaviors and recommendations for administrative withdrawal. After the conference, if a determination is made that an administrative withdrawal is recommended, the Undergraduate Program Coordinator will forward the recommendation with a grade of "F" assigned

for the course to the Associate Dean for Academic Affairs.

- (5) The Associate Dean for Academic Affairs will review the incident and may process the administrative withdrawal with a grade of "F" in the course. The Associate Dean for Academic Affairs will notify the student in writing within five working days about the administrative withdrawal, if appropriate. Students who wish to re-enroll after administrative withdrawal must request a review by the Admissions Task Force through the Director of Student Affairs.

PROBATIONARY STATUS

Any student whose GPA falls below 2.0 is automatically placed on Academic Probation (per UAB policy) and must meet with a designated advisor to develop a plan for academic improvement. In the case that a student does not improve the GPA to a 2.0 or above, the student will not be allowed to progress in nursing courses until the student has been removed from Academic Probation at the University level.

PROGRESS TOWARD THE DEGREE

1. All pre-and co-requisites for courses should be met before the student progresses to the next specified course.
2. Students are required to have a grade of "C" or better in each nursing course.
3. Students must complete all clinical nursing courses within 8 consecutive terms (including Summer Session as a term) following admission to the program. Records of students who do not meet this requirement will be subject to review by the Admissions Task Force to determine future matriculation in the School of Nursing.

RE-ENTRY OF FORMER STUDENTS

Any student who is unsuccessful in a nursing course, and/or whose course sequence must be altered (for example due to withdrawal from a course) must complete a Reinstatement Form. This form can be obtained in the Office of Student Affairs, NB 105. Every effort is made to accommodate student request for returning to the program; however, **re-entry to a course is not guaranteed**.

1. Any student who for any reason does not enroll in a nursing course in the School of Nursing for a period of 12 months or more must apply for readmission.
2. Applications for Readmission will be considered only from students who are eligible to enroll at the University of Alabama at Birmingham as a regular student. Students who were in good standing following their last enrollment in UAB's School of Nursing may apply for reinstatement or readmission at any time.
3. Applications will not be considered from students who previously have been denied readmission.
4. Students who have withdrawn from or failed a clinical nursing course will be permitted to repeat the course on a space-available basis. Students must submit an application for reinstatement to the Office of Student Affairs at least two weeks prior to the term the needed course is scheduled.
5. The Undergraduate Program Coordinator or designate must approve the Program of Studies for re-entering students. **In most cases, students will be required to satisfy the program of studies in effect at the time of re-entry.**

REGISTRATION FOR SCHOOL OF NURSING CLASSES

According to School of Nursing policy, **late registration is not permitted** for baccalaureate-level **clinical** nursing courses. (See School of Nursing catalog website: <http://main.uab.edu/show.asp?durki=83654>.)

Failure to take steps to have a financial, administrative, or academic hold removed from one's registration file prior to the first day of classes is not sufficient grounds to justify waiving the policy that prohibits late registration. For the purposes of the School of Nursing policy, extenuating circumstances are defined as things that are beyond the control of the individual student, are unforeseen, and cannot be planned for in advance. Legitimate documented extenuating circumstances will be the only grounds for considering a waiver of this School of Nursing policy.

RESEARCH COMPLIANCE AT UAB

Adherence to the highest standards of research compliance, and vigilance in educating the university community about those standards, and the policies UAB has in place to support them, are vital to the health of our academic enterprise. Please go to <http://main.uab.edu/show.asp?durki=55744> and read the UAB Research Code of Conduct.

SCHOOL OF NURSING CLASS SCHEDULES

Semester schedules of classes can be found through BlazerNet at:

<http://students.uab.edu/services/show.asp?durki=5306>.

STUDENT ACHIEVEMENT

Grading Policy

All nursing courses in the undergraduate program require a passing theory grade of 70% or above. Letter grades are assigned as follows:

A = 90-100
B = 80- 89
C = 70- 79
D = 60- 69
F = 0- 59

Standardized Assessment of Knowledge

Assessment Technology Inc (ATI) is a standardized assessment program that has been incorporated into clinical each course across the nursing curriculum. Students will receive study materials, and an explanation as to how the assessment process will be managed at the beginning of each clinical course.

All courses that teach content covered by ATI materials will participate in ATI testing. All participating courses will require a score of 90% on the non-proctored ATI exam for their content area in order for the student to be eligible to take the proctored ATI exam at the end of the semester. Proctored ATI exams will be administered in each course that has an ATI exam available, except Community and Public Health Nursing and Leadership and Management in Professional Nursing. Students enrolled in Community and Public Health Nursing and Leadership and Management will take the non-proctored exam in the respective areas, and prepare for and take the Comprehensive ATI Proctored Exam. Scores on the proctored ATI exam will be part of the course grade for all courses, with the exception of Community and Public Health Nursing and Leadership and Management in Professional Nursing. Each course will develop a remediation plan to encourage mastery of content. All students will be expected to reach at least Proficiency Level 2 in each ATI content area. The benchmark composite score for the end of program Comprehensive ATI Exam will be set at a level needed to predict probability of passing NCLEX at $\geq 95\%$. Students may take the Comprehensive ATI Exam twice in order to meet the benchmark. Students who do not meet the benchmark on the Comprehensive ATI Exam after two (2) attempts will receive an incomplete in Leadership and Management in Professional Nursing. Students who fail to meet the benchmark on the Comprehensive ATI Exam after the second attempt will be required to remediate and successfully pass the exam in order to remove the incomplete on their academic record.

STUDENT APPEAL OF FACULTY AND ADMINISTRATIVE DECISIONS

Faculty are responsible for decisions relating to academic issues which include, but are not limited to, safety of students and patients in the clinical area and course grades. Faculty decisions concerning academic issues are not subject to appeal by students. Information concerning the appeal mechanism in situations concerning matters other than academic issues may be obtained from the Office of Student Affairs. In all cases concerning student appeal, the decision of the Dean of the School of Nursing is final.

STUDENT GRIEVANCES

Academic Matters

Judgments on academic matters can most appropriately be made by individuals with expertise in the particular academic discipline involved. For this reason, complaints by students on academic matters are the responsibility of the school involved. Normally, such complaints can be resolved quickly through discussion with the faculty directly involved. In rare situations where such resolution does not occur, the student should contact the Associate Dean for Academic Affairs. If the matter cannot be settled within the academic program, it may be forwarded to the Dean of the School of Nursing. At the Dean's discretion, an advisory panel may be appointed to study the disagreement and make a recommendation to the Dean. However, it is the responsibility and prerogative of the Dean alone to make a decision on any academic disputes which have not been resolved at lower levels and the decision of the Dean is final.

Non-academic Matters

When complaints on non-academic matters cannot be settled by the persons directly involved, a written complaint should be forwarded to the Assistant Dean for Student Affairs in the School of Nursing. If the Assistant Dean for Student Affairs in the SON is unsuccessful in resolving the complaint, it may then be forwarded in writing to the Vice President of Student Affairs for further consideration.

For specific information concerning the procedures and process for non-academic complaints and grievances, review "Conduct and Grievances" under the "Student Rights and Responsibilities" section of the current UAB Student Handbook, Direction, or contact the Assistant Dean for Student Affairs in the School of Nursing, Room 108, (205) 996-7130.

STUDENT HONOR CODE

The conduct (both academic and non-academic) of all students admitted to and/or enrolled in courses offered by the School of Nursing is governed by the School of Nursing Student Honor Code. Each student is required to sign and to abide by the Code and is subject to terms and conditions contained therein. See Appendix A of this handbook for a copy of the School of Nursing Student Honor Code.

SUBSTANCE ABUSE/TESTING FOR ILLEGAL SUBSTANCES

Students are encouraged to review the entire Policy on Impairment and Chemical Substance Abuse found in the current SON Catalog. In addition, make special note of the fact that students, while participating in learning activities in various clinical agencies, are held to the same standard as the agency's employees. When this standard is applied to substance use/abuse, it means that both students and agency employees may be randomly tested for any substance outlined in the agency's personnel policies. Students are expected to be free of illegal/un-prescribed substances or alcohol when engaging in any learning activity including classes, laboratory, and /or delivery of patient care. Furthermore, even with prescribed/legal medications, students may not be impaired to the point that student, faculty or staff, agency employees, patients or others are at risk for compromised safety.

Should a student's judgment, behavior or activity lead a faculty member or preceptor/clinical partner to suspect substance abuse, the student may be requested to participate in "for cause" (immediate) substance testing. To assure the safety of patients and others, a student who is requested to submit to "for cause" testing is **expected to comply** with, and bear the cost, of the testing. **Refusal of the individual to submit to testing** in these circumstances will be grounds for ordering immediate dismissal from the School of Nursing. The formal complete policy can be obtained from the SON Office of Student Affairs.

UAB POLICIES

In addition to the School of Nursing policies, university-wide policies also apply to School of Nursing students. Some of these policies are listed in the 2005-2008 School of Nursing catalog (located at

<http://main.uab.edu/show.asp?durki=83654>). Others are available in the School of Nursing Student Affairs Office. Students are responsible for being familiar with these policies and should review specific ones as needed. The following is a list of policies that may be obtained from the School of Nursing Student Affairs Office.

Computer Software Policy
Drug-free Campus Policy for Students
Drug-free Workplace Policy
Electronic Data Processing Security Policy
Equal Opportunity Policy
General Policy Concerning the Use and Consumption of Alcoholic Beverages
Health Care Policy for International Students and Visiting International Scholars
Immunization Policy
Nonresident Tuition Policy
Ownership of Intellectual Property Rights
Policy Concerning AIDS and AIDS-related Conditions
Policy Concerning the Maintenance of High Ethical Standards in Research and Other Scholarly Activities
Policy on Impairment and Chemical Substance Abuse
Sexual Harassment Policy
Use of Personal Technology (Cell Phones, Pagers, etc) in Classrooms

A copy of the above policies may be obtained by calling, writing, or visiting the Office of Student Affairs.

UNIFORM GUIDELINES

Please see Appendix B for complete guidelines for School of Nursing student uniforms.

SECTION III: GENERAL UAB INFORMATION AND RESOURCES

STUDENT SUCCESS SEMINARS

Seminars conducted on a regular basis by Student Retention Program staff cover a variety of topics, including study skills, preparing for test taking strategies, and time management. The seminars are free or offered at a nominal cost. For each term's seminar schedule, visit their web page at <http://students.uab.edu/services/show.asp?durki=54428> or Student Retention Programs, Room 524, Hill University Center, (205) 934-8804.

BOOKSTORE

Barnes and Noble at UAB offers a wide selection of books, sundry items, gift items, cards, and school supplies as well as having the university's official list of courses being offered for the present term. The Bookstore also buys and sells used textbooks.

Barnes and Noble at UAB
Address: 1400 University Boulevard
Telephone: (205) 934-4686
Hours: Mon. –Thurs. 8:00 a.m. - 6:00 p.m.
Fri.: 8:00 a.m. - 5:00 p.m.
Website: www.uab.edu/bookstore

CAMPUS RESTAURANTS

UAB Campus Restaurants provides an exciting and innovative dining services program for the entire UAB community. You'll find great food, honest values, and a comfortable atmosphere in which to enjoy it all. You have a variety of restaurants to choose from, all conveniently located within walking distance of on-campus housing, the new Campus Recreation Center, labs/classrooms and many off-campus apartments. More information on the various campus dining options can be found at: <http://www.uabdining.com/>.

CHANGES IN PERSONAL INFORMATION

Students must notify the Office of the Registrar as well as the Office of Student Affairs at the SON when address, phone number, or name is changed.

COUNSELING SERVICES

Center for Counseling and Wellness

The Center for Counseling and Wellness is a proactive program designed to promote good health and prevent disease. Staff members emphasize out of classroom experiences to promote the development of the holistic person mentally, physically, intellectually, and spiritually.

For additional information contact, Center for Counseling and Wellness

Address: Room 150, Holly-Mears Building, 924 19th Street South
Telephone: (205) 934-5816
Hours: Monday-Friday 8:00 a.m.-5:00 p.m.
Appointments are recommended but not required

HOUSING

For more information about on-campus housing contact the Housing Office.

Address: 1609 9th Avenue South
Telephone: (205) 934-2092
Website: www.students.uab.edu/housing

LIBRARIES

The Lister Hill Library of the Health Sciences includes the entire collection of the Medical Center and Mervyn H. Sterne Library is a comprehensive library designed to provide material concerning teaching, research and other areas. Both libraries publish a handbook with their policies for lending books and the way books are classified. The handbooks can be obtained from the circulation desk at each library.

Lister Hill Library

Address: 1700 University Boulevard
Telephone: (205) 934-3306
Website: www.uab.edu/lister

Mervyn H. Sterne Library

Address: 917 13th Street South
Telephone: (205) 934-6364
Website: www.mhsl.uab.edu

RECREATION CENTER

The Campus Recreation Center provides world-class facilities, programs and customer services by utilizing state-of-the-art equipment and technology. For more details on amenities, services, and more, <http://main.uab.edu/show.asp?durki=66457> or call (205) 934-8224.

SECTION IV: SCHOOL OF NURSING STUDENT ORGANIZATIONS

UAB-SNA

UAB-SNA promotes and upholds high professional standards, aids in the professional growth and development of students, promotes professional and social unity among nursing students and acquaints students with the professional nursing organizations. Membership in the UAB-SNA is open to students in the School of Nursing at UAB. Membership in the UAB organization also provides for membership in the Alabama Association of Nursing Students, as well as the National Student Nurses' Association. The fee to join is \$37.

Sigma Theta Tau International

The Nu Chapter of Sigma Theta Tau, an international honor society of nursing, was organized in 1957 in the School of Nursing. As the 13th chapter organized in the nation, the organization is dedicated to promoting high professional standards. Membership includes men and women in nursing who exhibit academic excellence in leadership abilities, a capacity for professional growth, and desirable personal characteristics. Membership is based upon specific criteria and is gained by invitation.

Undergraduate Student Association (USA)

Upon enrollment in the School of Nursing at UAB, each student becomes a member of the Undergraduate Student Association of the School of Nursing. The purposes of the organization are to promote a closer relationship among students in the school and to provide a clear and continuous exchange of ideas between the students and the faculty. The officers are elected annually and include a president, vice president, and secretary-treasurer. There is no additional charge for membership. Please note that due to restructuring of the organization, new bylaws will be adopted in Fall 2008.

It is expected that individuals within SON student and professional organizations will also abide by the code of conduct. Misconduct by individuals representing these organizations may cause sanctions to be imposed on the organization and may result in the loss of status as a SON organization and all the privileges associated with such status for a specified period of time. Please see Appendix A for the full Honor Code.

Appendix A

THE UNIVERSITY OF ALABAMA AT BIRMINGHAM SCHOOL OF NURSING

Student Honor Code

Preamble

The School of Nursing (SON), as a unit of The University of Alabama at Birmingham (UAB), exists to educate its students; to advance, preserve, and disseminate knowledge through research and scholarship; and to advance the interests and the welfare of society as a whole. Students, faculty, and administration represent the three integral parts of the academic community; they share responsibility for the proper functioning of the institution in the pursuit of its educational goals.

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Free inquiry and free expression are indispensable to the attainment of the goals of the university. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to teach and to learn depends upon appropriate opportunities and conditions in the classroom and throughout the overall campus community.

In order to insure these rights and freedoms, both the university as an institution and the members of the academic community are obligated to insure orderly operation by prohibiting actions that interfere with the achievement of goals or violate the rights of others. This obligation is met by initiating disciplinary action when either academic or nonacademic behavior adversely affects the mission of the university.

The School of Nursing seeks to nurture the development of a strong sense of integrity and of ethical behavior among its students. The faculty and administration ultimately have responsibility for and authority over academic and disciplinary actions concerning nursing students, subject to the policies of The University of Alabama at Birmingham and any applicable civil or criminal statutes.

Statement of Student Honor Code

Student conduct is the practice of personal and professional integrity and thus respects the dignity, rights, and property of self, other students, faculty, staff, clients/patients, and visitors on University property and on non-University property used for nursing students' educational experiences. Student conduct affects the University and the School, the members of the UAB academic community, and the fulfillment of the University and School's mission.

Given the nature of ethical issues in health care, the faculty and administration of the School of Nursing believe that it is important to develop the highest ethical standards among students at all levels in the school. The School of Nursing expects a higher standard of conduct than the minimum required to avoid disciplinary action. A student honor code is used in the School. Students are informed about the honor code upon admission to the School of Nursing. Each student is required to abide by the code.

Student Honor Pledge

The student honor pledge reads as follows:

I pledge that I will not at any time be involved with any acts of academic or nonacademic misconduct while enrolled as a student at the School of Nursing, The University of Alabama at Birmingham. I have read the Student Honor Code which explains disciplinary procedures that will result from the aforementioned. **I will abide by the Student Honor Code as a condition of admission to the School of Nursing.** I understand that violation of this code could result in penalties as severe as indefinite suspension or expulsion from the School of Nursing.

Definition of Terms

Administration--any person employed by the School or University to perform administrative duties.

Aiding and abetting academic or nonacademic misconduct--intentionally or knowingly helping or attempting to help another student commit an action of academic or nonacademic misconduct.

Appeal--a resort to a higher authority for the purpose of obtaining a review of a lower authority's decision, a reversal of the lower authority's judgment, or the granting of a new hearing.

Cheating--using or attempting to use unauthorized materials, information, study aids, or computer-related information.

Client/patient--any person or group of persons receiving nursing care.

Community--clients/patients, their families, and health care providers in clinical settings or students, faculty, staff, and guests of the University and academic community.

Due process--"fundamental fairness"

Substantive due process--rules are fair; i.e., rationally related to a legitimate goal of that evidence.

Misrepresentation--falsifying or altering the contents of credentials, documents, or other materials related to academic matters; including schedules, prerequisites, and transcripts.

Non-University agency--any agency which has a verbal or written agreement with the School of Nursing to provide learning experiences for students.

Plagiarism--representing as one's own anything not generated in an authorized fashion including words, data, works, ideas, computer programs or output.

School--The School of Nursing (SON), at The University of Alabama at Birmingham.

Staff--any person employed by the School or the University to provide support services.

Student--**any person officially enrolled in courses offered by the School of Nursing**, whether he or she is classified as a degree-seeking student or a special student. All persons pursuing undergraduate or graduate degrees, whether full time or part time, are considered students.

University--The University of Alabama at Birmingham (UAB).

Distinction Between Academic and Nonacademic Conduct

Academic Conduct

Academic conduct is generally considered to be related to the actions of students that are associated with the teaching-learning environment. Therefore; academic misconduct may include, but not necessarily be limited to acts such as plagiarism, cheating, misrepresentation and fabrication.

Nonacademic Conduct

Nonacademic conduct is generally considered to involve actions of students related to standards of behavior that are established for the purpose of maintaining an acceptable level of propriety within the university community.

The student is expected to refrain from the following examples of behaviors:

- A. Obstruction or disruption of the teaching, research, public service, administrative, or other authorized activity or function of the university.

- B. Interference with or failure to comply with reasonable directions by university officials or failure to provide identification to any properly identified UAB administrator or staff person while that person is in the performance of his or her duties.
- C. Physical abuse; unlawful harassment, including sexual harassment; or threatening the physical or mental health and safety of any person; e.g., any member of the faculty, staff, student body, client/patient, or visitor to the university.
- D. Unlawful possession, use, manufacture, distribution, or dispensing of illicit drugs, controlled substances, or alcoholic beverages by any UAB student on UAB property or as part of any UAB activity.
- E. Drunken behavior or lewd, indecent conduct, and/or expression.
- E. Taking, damaging, or maliciously destroying property belonging to the university, to visitors to the university, or to any member of the university community.
- G. Illegal use or possession of firearms, explosives, fireworks, or weapons of any kind.
- H. Unauthorized entry into or occupation of university facilities without approved reservations through the appropriate university authorities.
- I. Falsification, alteration, fabrication, or misuse of written or electronic university forms, documents, records, or identification.
- J. Operation on campus of student organizations not properly recognized and registered.
- K. Conduct at a disciplinary hearing involving contemptuous, disrespectful, or disorderly behavior or the giving of false testimony or evidence at any hearing.
- L. Hazing or any action taken or situation created that is intended to produce mental or physical discomfort, embarrassment, harassment, ridicule, or suffering.
- M. Failure to follow established rules and regulations of the university or school.
- N. Knowingly violating the terms of an official disciplinary sanction.
- O. Intentionally and substantially interfering with the freedom of expression of others on university premises or at university-sponsored activities.

All students are expected to comply with federal, state, and local laws. When a student has been accused of a criminal offense, the nature of which constitutes a likelihood of serious danger to the student or other members of the university community, or impedes the educational process of the university; the university may impose temporary sanctions, including suspension or expulsion pending final disposition of the case. A temporary sanction may exist and be enforced until such time as final disposition of the case has been made by the properly constituted authorities.

When a student is convicted of violating a federal, state, or local law and circumstances indicate that the student's continued presence on campus creates a danger of serious physical or mental harm to the student, or to any member of the university community, or impedes the educational processes of the university; the university may impose sanctions including suspension or expulsion.

Sanctions

Failure of a student to follow the prescribed standards of behavior will subject him or her to one or more of the following sanctions:

Warning--oral or written warning to the student that he or she is violating university regulations.

Reprimand--official warning in writing that continuation or repetition of wrongful conduct may cause more severe action.

Probation--written notice explaining the serious nature of the case and outlining the terms of the probationary status.

Campus and/or Community Service--requirement that services be offered for a specified period to an appropriate nonprofit community agency and/or to the student affairs office.

Restitution--reimbursement for damage or loss of property or expenses of others which occurred as a result of the misconduct.

Suspension--exclusion from classes and other privileges in the School of Nursing.

Expulsion--permanent termination of student status in the School of Nursing

With the exception of expulsion, disciplinary sanctions shall not be included in the student's permanent academic record. Records of disciplinary actions will be kept in a confidential file in the dean's office.

Procedure for Academic and Nonacademic Disciplinary Action

Initiation of Charge

1. An allegation of academic and nonacademic misconduct may be made by other students, faculty, staff, clients/patients, visitors, or any member of an agency that has a verbal or written agreement to provide learning experiences for students.
2. The allegation of misconduct should be submitted in written form to the Undergraduate Program Coordinator of the program in which the student is enrolled, the advisor for the student, and the student. The allegation of misconduct must include:
 - a. Date, time, location, and description of the incident
 - b. Names of all parties involved and witnesses
 - c. Supporting facts and justification for the complaint
 - d. Brief description of efforts to resolve the complaint
 - e. Date and signature of the person making the allegation of misconduct
3. The Undergraduate Program Coordinator will duly notify the student in writing within two working days of the allegation of misconduct with the proposed action. The notice will include a copy of the allegation of misconduct and establish the date, time, and place for a conference between the coordinator and the student. The coordinator may also establish a time to confer with the person making the allegation of misconduct. The coordinator must advise the student in writing of the right by the student to request a hearing and that the student must request a hearing in writing within 10 working days of receipt of the letter to the student regarding the allegation of misconduct. A copy of the Student Honor Code will be enclosed with the letter. Copies of the letter will be sent to the Associate Dean for Academic Affairs, the advisor of the student, and the coordinator of the student's graduate committee, if the student is a graduate student.

Action

1. The Undergraduate Program Coordinator will discuss the allegations with the student accused and with the complainant to determine whether there is reasonable cause to believe that misconduct may have occurred. Subsequent to these discussions with the Program Coordinator, the allegations may be withdrawn by the complainant, may be dismissed by the Program Coordinator for lack of evidence, or the Program Coordinator may recommend to the Associate Dean for Academic Affairs that a formal charge of misconduct should be brought.
2. If a charge of academic misconduct is brought and the student does not request a hearing, the Associate Dean for Academic Affairs shall resolve the charge as deemed appropriate and may implement disciplinary action. If the student requests a hearing, steps 3-4 k. of the Actions in the Student Honor Code will be implemented. The Dean refers cases of academic misconduct involving a student who is enrolled in a SON course and is from a program other than the SON, to the appropriate administrator of the program of the student. In cases of alleged non-academic misconduct, section 4.l. of the Actions in the Student Honor Code will be implemented.
3. The following procedures are followed to establish a hearing panel. In the event two or more students are charged in the same incident, different hearing panels will be appointed for each individual student.
 - a. In cases of a charge against a baccalaureate (BSN) student or a charge against a masters (MSN) student who has not yet formed a graduate committee, the Associate Dean for Academic Affairs or

program coordinator will appoint an impartial panel to hear the misconduct charge. The panel shall be composed of three regular faculty and two students. The Associate Dean for Academic Affairs will designate one of the faculty members to serve as chair of the panel. The Associate Dean for Academic Affairs will duly notify the student, the person making the charge, and the hearing panel of the nature of the charge and the date, time, and place for a hearing. The hearing date will occur within ten working days of notification.

- b. In cases of a charge against an MSN student with a graduate committee, the graduate committee and two students appointed by the Associate Dean for Academic Affairs will serve as the hearing panel. The Advisor for the MSN student will convene the hearing panel within ten working days of notification. The MSN graduate committee will conduct a hearing, reach a majority decision, and notify the student and the master's Program Coordinator of the decision within five working days. The decision of the MSN graduate committee is final.
 - c. In cases of a charge against a PhD student, the Associate Dean for Academic Affairs will send copies of the letter to the Dean of the Graduate School. The Graduate Dean will review the charge and take appropriate actions regarding the PhD Student. If the charge is not resolved satisfactorily to those persons involved in the PhD situation, either party may request an appeal at the level of the Graduate School. The hearing will be convened promptly within days of notification.
4. The hearing shall be conducted according to the following guidelines:
- a. The hearing be closed to the public.
 - b. The hearing will be tape-recorded. The recording will remain the property of the SON.
 - c. The person making the charge and the accused have the right to be advised by a person of their choice, at their own expense. The advisor may be an attorney; however, he or she may act in an advisory capacity only. If either party plans to bring an advisor they should notify the other party and the Program Coordinator of person making the charge and the accused are responsible for presenting his/her own case and evidence.
 - d. Witnesses may be presented by both the person making the charge and the accused.
 - e. The person making the charge and the accused do not have the right to cross examine witnesses.
 - f. Evidence; including records, written statements, and exhibits; may be presented by all involved.
 - g. Evidence not admissible in at the discretion of the chair of the hearing panel.
 - h. The student may forfeit his/her right to appear before the appeal. In the event a student who has been duly notified chooses not to appear, the hearing will proceed. Failure to appear does not constitute evidence of guilt.
 - i. After all information has been presented; the panel will determine by majority vote whether or not the student has violated the SON Student Honor Code. If the student is determined to be guilty, the panel will recommend what sanctions should be imposed.
 - j. The chair of the hearing panel for the BSN student, or for the MSN student who has not yet formed a graduate committee, will notify the Dean of the School of Nursing within two working days of the nature of the misconduct charge and of the panel's recommendations for sanctions.
 - k. In cases of academic misconduct involving a student enrolled in BSN courses, or a student without a graduate committee who is enrolled in an MSN course, the Dean of the School of Nursing decides upon and/or takes appropriate disciplinary action, which may be the same or different from the recommended action. The Dean notifies the student of the final decision, and of the right to an appeal. The Dean refers cases of academic misconduct involving a student who is enrolled in a SON course, and who is from a program other than the SON, to the appropriate administrator of the program of the student.
 - l. In cases of non-academic misconduct, the University Judicial Affairs Officer is notified and investigates alleged violations of University standards of behavior. Following the investigation, if the Judicial Affairs Officer determines adequate cause for disciplinary action, the Officer will consult with the academic dean of the program in which the student is enrolled to determine whether the

Judicial Affairs Officer or the Dean will pursue the case. If the Judicial Affairs Officer handles the case, he or she will meet with the student, and, if the matter is referred to a disciplinary committee, the Vice President for Student Affairs will be advised of the case and will appoint the four-member disciplinary committee. If the Dean of the School of Nursing decides to pursue the case, rather than the Judicial Affairs Officer, the Dean will meet with the student and decide whether to refer the matter to a disciplinary committee. If the case is to be referred to a disciplinary committee, the Dean of the SON will appoint the four-member disciplinary committee, comprised of one full-time faculty member, two full-time students, and one student affairs officer who will serve as chair of the committee. Disciplinary committees will be conducted in accordance with standards of due process. Recommendations from the disciplinary committee appointed by the Dean will be conveyed to the Dean. In cases of non-academic misconduct, which do not involve suspension, restitution or expulsion, the Dean will forward her recommendation to the Vice President for Student Affairs, whose decision will be final. In cases of non-academic misconduct, a recommendation of suspension, restitution or expulsion will be communicated by the Dean to the Vice President for Student Affairs, who will refer cases of suspension or expulsion to the President of the University, through the Provost. The President's response to the Dean's recommendation will be communicated to the student by the Vice President for Student Affairs.

Appendix B

Uniform Policy

Professional attire and appearance are an expectation of University of Alabama School of Nursing (UASON) students. The faculty have established broad general guidelines to help insure the safety and professional appearance of our students. **Based on the needs and requirements of a specific course or clinical institution, clinical faculty may make variations or additions to this policy.**

A. Uniforms

The approved UASON undergraduate nursing uniform consists of choice of white dress or white pants and top, white hose or white socks, white leather or vinyl shoes, UASON insignia, name pin and photo identification tag. The uniform should be clean and neatly pressed; lab coats, with a UASON insignia, may be worn over the uniform. Underwear of a contrasting color should not be visible through the uniform. Head coverings and length of dress required by religious groups should be discussed with clinical faculty.

The lab coat should be white, clean and neatly pressed. Lab coats may be worn in clinical settings. Depending on the setting, slacks may be worn. No jeans, shorts or short skirts, bare midriffs, tight or low cut tops are permitted. Tops or pants with symbols or pictures (not manufacturer's logo) are not permitted. At all times while in the clinical setting, students must present a professional appearance.

Only white, low-heeled leather or vinyl soft-soled shoes are permitted; a small, colored logo is allowed. The toe of the shoe must be closed, and the heel must be secured by a rim or a strap. Very casual, open-toed sandals, thongs, or sneakers with or without socks are not permitted.

For women, white nylons, not socks, should be worn with the dress. The appropriate length of the dress is from below the patella to mid-calf. A standard maternity uniform (dress or pants and top) may be worn during pregnancy.

For men, the uniform top should be completely zipped; a white undershirt should be worn under the top.

RN Mobility students may wear any standard nursing uniform (dress or pants and top). UASON insignia is not required; however the UASON name pin and photo identification tag is required. If a lab coat is worn over street clothes (rather than a uniform), a UASON insignia must be attached in the upper left chest area. Graduate nursing pins are permissible. All other Uniform requirements are to be met.

B. Professional dress for non-hospital based experiences

The approved UASON uniform not for non-hospital based experiences may be appropriate for all clinical experiences. For these experiences, refer to clinical faculty for appropriate attire.

C. Hair

Hair must be clean, neatly styled to enhance professional appearance. Avoid extremely large or bouffant styles. Long hair must be worn up off the collar or be pulled back and secured with a simple clasp. Women should not wear large bows or ribbons. Men should be closely shaven if a beard is not present; beards and sideburns must be neatly trimmed.

D. Jewelry

Only small, 1-piece, simple earrings are allowed (one earring per ear). No dangling earrings or hoops are permitted. Wedding band set, engagement rings or small, simple rings only may be worn, one per hand. The Sigma Theta Tau, UASON Lamp of Learning pin, and/or medic-alert jewelry may be worn. Other jewelry should not be visible.

E. Make-up, Fragrances and Hygiene

Make-up should be worn in moderation. Perfume, cologne, after-shave, scented lotion and powder, etc, are not permitted. Fingernails must be clean, neatly trimmed, and should not extend beyond ¼ inch from the tips of the fingers. No nail polish or artificial nails may be worn. Attention to oral and body hygiene is essential.

F. Required Equipment

Students are required to have a watch with second counter, and stethoscope with bell/diaphragm.

G. Identification

The UASON insignia must be worn on the left upper chest of the uniform and lab coat. A photo identification tag is to be worn at the collar level and is required when with either the uniform or a lab coat. A UASON name pin must be worn with the uniform or lab coat.

In addition to the UASON policy, students must also adhere to each clinical agency's uniform guidelines/policy while at that agency. Students who violate this policy are subject to dismissal from the clinical experience/non-academic misconduct charges.

Approved by UG faculty 1/14/02
REVISED 4/03; 5/05; 1/08

APPENDIX C

FREQUENTLY CALLED NUMBERS * (AREA CODE 205)

Barnes & Noble UAB Bookstore	934-4686
Cashier	934-3570
Center for Nursing Research	934-2153
Children's Hospital	939-9100
Diabetes Hospital	934-2309
Financial Aid	934-8223
General Information (Hill Center)	934-8000
Learning Resources Center (LRC)	934-5146
Libraries:	
Lister Hill - Health Sciences	934-3306
Mervyn Sterne - Academic Affairs	934-6364
Police, UAB:	
Business	934-4434
Emergency	934-3535
Secretary to the Dean	934-5360
Secretary to Associate Dean for Academic Affairs	934-3485
Secretary to Assistant Dean for Student Affairs or Director	996-7130
Secretary to Associate Dean for Clinical Affairs & Partnerships	934-6102
SON Administration/Fiscal Affairs	934-2397
Sparks Center	934-5471
Student Health Services	934-3580
SON Switchboard	934-4213
University Information	934-4011
University Registrar	934-8222
University Hospital	934-4011
Veterans Administration Hospital	933-8101